

# Tips to become a expert in typesetting

Even when a book has really entertaining and excellent stuff to offer, presentation of the book is very critical for the reading-experience. Following are some of the proven formatting techniques and ideas used by some of the best typesetting companies.

- ☐ Importance of front matter or preliminaries
- ☐ Choose fonts that can easily be understood
- ☐ Focus on the size of type and leading
- ☐ Justification of the pages
- ☐ Indent the initial lines of your paragraphs
- ☐ Using running heads
- ☐ Use a blank line to make scene changes
- ☐ Hyphenation of the words
- ☐ Give 2" point spacing between two lines
- ☐ A copy-right page
- ☐ Include ISBN and name of the copyright owner and publish
- ☐ Do it yourself or outsource to professional typesetting companies